

2015 HARD-TO-FILL PROGRAM FOR PROFESSIONAL ASSOCIATES [U.S. CITIZEN ELIGIBLE FAMILY MEMBERS] AND CIVIL SERVICE (CS) EMPLOYEES

SUMMARY

HR/CDA is pleased to announce that we will be accepting applications for the annual Hard-to-Fill (HTF) Program from eligible family members (EFMs) as well as from eligible Civil Service employees within the Department of State. **Applications must be received by COB May 29, 2015.** The following information outlines the requirements and procedures for applying.

EFM NOTE: This exercise is separate from the Expanded Professional Associates Program (EPAP). For details on EPAP, please visit the website: www.state.gov/m/dghr/flo/c41174.htm.

BACKGROUND

The regular Foreign Service (FS) assignments process invariably leaves some overseas positions without sufficient qualified Foreign Service bidders. This cable announces positions available through the HTF exercise that have not received sufficient bidders. These positions are designated HTF and are opened to U.S. Citizen EFMs and Department of State career Civil Service (CS) employees.

NOTE: U.S. Citizen EFMs may apply only for positions at these posts if their sponsoring employee is currently assigned to that post, and must commit to serve for a minimum of one year in the position.

Qualified U.S. Citizen EFMs will be given preference over equally qualified Civil Service employees. EFMs will also be given Veterans preference in the selection process, if applicable.

Civil Service assignments to overseas Foreign Service positions have been an important part of the Department's Human Resources program for many years, allowing career CS employees to participate directly in the Department's overseas missions and to experience life and work at an Embassy or Consulate. The CS to FS HTF program helps to meet critical overseas staffing needs while providing a unique career development opportunity for CS personnel.

EFMs continue to demonstrate their versatility and commitment, contributing their talents and skills to assist overseas missions in accomplishing their goals. The Professional Associates Program provides meaningful employment opportunities to family members, who can assist in meeting critical overseas staffing needs while bringing a wealth of overseas mission experience to the program.

Foreign Service direct-hire employees will continue to bid on these positions and will receive priority in selection. However, the intent of the HTF program is to allow the Department to staff overseas missions and to do so in an efficient manner. Therefore, as soon as a selected Civil Service employee has received all but the medical clearances, that employee will be paneled in principle. This will then remove the position from the list of available positions.

CIVIL SERVICE EMPLOYEES: Refer to Section A. / **U.S. CITIZEN EFMs:** Refer to Section B.

SECTION A – APPLIES TO CIVIL SERVICE EMPLOYEES ONLY

1. ELIGIBILITY REQUIREMENTS

At the time of application, CS applicants must be tenured career employees (tenure code 21, or 7 if presently on a FS LNA), and have served in a permanent Department of State position for at least three years. Applications that do not meet the above criteria will not be sent forward to the review panel.

To be eligible for FS positions that have responsibilities to supervise American staff overseas, CS employees must have completed the one-year supervisory probationary period in the Department, to include writing EERs or Civil Service Performance Appraisals for career-conditional/career State employees. Bureau EX offices can provide more information on supervisory responsibilities of the positions listed.

Civil Service Limited Non-Career Appointees (LNAs) currently serving in overseas positions may apply for an onward assignment only if their tour end date is summer 2015, they have sufficient time left on their five-year LNA to accept another overseas tour, and they have secured an extension of their reemployment rights. Note that CS LNAs will not be curtailed from their current post to accept a follow-on overseas assignment. The SF-50 effective date of the current LNA is the established method used to determine the end date of the five-year period.

NOTE: CS LNAs WHO ARE CURRENTLY ON OVERSEAS DEVELOPMENT PROGRAM (ODP) ASSIGNMENTS CANNOT APPLY FOR HTF POSITIONS.

See Paragraph 4 (Length of Tours) regarding one-year extensions to existing tours. Civil Service employees who have returned from an overseas HTF tour and are converted back into GS status must comply with the one-year domestic service requirement (3 FAM 2296.b) before they will be considered eligible for another overseas HTF assignment.

2. REEMPLOYMENT RIGHTS

A key requirement in the application package mandates that all CS applicants obtain bureau-specific reemployment rights as a precondition to applying for the program. The losing bureau must guarantee that the applicant will be placed back into a permanent CS position following an excursion tour. The reemployment rights memorandum granting bureau-specific reemployment rights should be signed by the Executive Director of the releasing bureau and addressed to the Director of HR/CDA. NOTE: The signed reemployment rights memo should not/not be sent to the Director of HR/CDA but should be included in your application email as an attachment.

Having reemployment rights does not preclude CS employees from applying for CS vacancy positions as they near the completion of their excursion tours. However, if the employee has not obtained a new position by the date of return, the CS employee on a LNA will return directly to the originating bureau. For additional information on reemployment rights, you may contact HR/CSHRM at 202-663-2176 or cspmailbox@state.gov.

3. HOW TO APPLY

Do not submit bids through FSBid. There is a two-page application sheet that lists pertinent information. Along with the two-page cover sheet are a number of required attachments, all of which must be submitted electronically in the same email, but as separate attachments. All attachments should be labeled accordingly (i.e., Employee Profile attachment should be labeled Employee Profile). Applications sent with “untitled” attachments will be rejected for correction.

The cover sheet requires the applicant to list no more than 12 positions for which he or she wishes to apply, language scores (if applying for language designated positions), as well as confirmation statements of security clearance level and career status (Tenure Code 21). It also asks for confirmation that an applicant has served three years as a permanent Civil Service employee in the Department at the time of application, that the one-year supervisory probationary period has been completed (if applying for a position warranting supervisory responsibilities), and if so, the date on which the probationary period was completed. See paragraph below for details on attachments, and on how to submit your application.

COVER SHEET FOR HTF APPLICATION

APPLICATION FORM FOR THE CS TO FS HTF PROGRAM

FULL NAME OF APPLICANT: _____ (LAST, FIRST, MI)

FILL OUT ONE OF THE FOLLOWING, REFLECTING YOUR CURRENT STATUS AT THE TIME OF APPLICATION:

(EITHER)

CURRENT CS LNAs

CURRENT POST _____

CURRENT LNA POSITION _____

CURRENT FS GRADE _____

Effective Date of Current 5-Year LNA _____

(refer to relevant SF-50)

(OR)

DOMESTIC CS (i.e., in GS status)

CURRENT DOMESTIC OFFICE/BUREAU _____

CURRENT POSITION _____

CURRENT GS GRADE _____

DATE OF TENURE WITH THE DEPARTMENT OF STATE _____

List between 1 and 12 positions for which you are applying (please follow the format below). Note that you do not have to list 12 positions. Be selective in the ones you are applying for so that they match the

qualifications you present via your Employee Evaluation Report and resume/curriculum vitae.
POST/TITLE/POSITION NUMBER/GRADE/SKILL CODE/LANGUAGE/AVAILABILITY (Positions in the cable annotated with * indicate Service Needs Differential. Refer to Information on Service Need Differential.aspx)

Examples follow:

1. *Kinshasa/General Services Officer/31243000/5015/02/FR 3/3 /Oct-14
2. Abu Dhabi/Public Affairs Officer/17114000/03/4400/No Language/Aug-14
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

LANGUAGE SCORES _____, _____, _____ (NOTE: PLEASE ONLY COMPLETE THIS STATEMENT IF APPLYING FOR LANGUAGE DESIGNATED POSITIONS). Please note that language scores are those graded by the Foreign Service Institute (FSI), given through language testing at that facility. That score will appear on your Employee Profile. If you speak a foreign language but have not tested, please visit the FSI website at <http://fsi.state.gov/SLS/Default.aspx?ContentId=6951> for more information on how to arrange for testing. Applicants may still apply for language designated positions if they do not possess the requisite language skills. However, preference will be given to qualified applicants who have achieved the necessary language skills required for the position.

STATEMENT

I confirm that I have/have not completed the one-year supervisory probationary period in the Department (circle applicable) on _____ (date on which completed, if applicable)

E-MAILED ATTACHMENTS

Please ensure that the following attachments are included with the single email each as a separate attachment. Because the application system is now automated, separate emails attaching separate documents cannot be accepted.

(1) A completed and signed copy of the applicant's most recent Employee Evaluation Report (EER if currently on a FS LNA, or a CS Performance Appraisal, or a Memorandum of Performance written by a current supervisor). Note: letters of appreciation or letters of recommendation cannot be accepted as

part of the application package. Should one be submitted, it will be removed before application packages are forwarded to the Qualifications Review Panel.

(2) An updated resume or curriculum vitae.

(3) If applying for a Political, Economic, or Public Diplomacy position, provide writing sample (can be of a recent memorandum or report). Remember to ensure that the sample is of an unclassified nature. (This is not required for current CS LNAs serving overseas, unless applying for a different cone.)

(4) A copy of the reemployment rights memorandum issued by the releasing (originating) bureau. (For current CS LNAs, an email agreeing to an extension to the existing reemployment rights is required.)

(5) A copy of the Employee Profile.

NOTE: Please ensure that you have a signed copy of the reemployment rights memorandum in your application package. A draft copy without signatures will cause your application package to be deemed incomplete.

Email your application with the required attachments to **HR-HardToFill@state.gov**. You will receive an automated receipt notification. Please ensure that all attachments are provided in one email, each as a separate attachment. Do not submit documentation in separate emails. If you do not have all your attachments ready, please wait until you do. Emails received without all the attachments will be deemed incomplete and shall not be moved forward to the qualifications review panel.

Civil Service employees are encouraged to email their position lists to the respective regional and functional bureaus. See Section C, paragraph 3 for bureau points of contact (POCs). Please note that selections will not be made until all applications from eligible U.S. Citizen EFMs and CS employees have been vetted by the qualifications review panel and recommendations forwarded to the bureaus.

4. LENGTH OF TOURS

Civil Service employees will be selected to fill two-year assignments. Employees applying to posts that are eligible for Service Need Differential (SND), marked with an asterisk, may request a three-year SND tour. SND posts are the only posts where CS LNAs can be assigned for three years. All other posts, even though they may be for three years on the Foreign Service cycle, will remain two years for all CS LNAs. More information on SND posts can be found on the HR Bureau intranet website.

Extensions at non-SND posts will only be entertained if the current position is advertised in the HTF cable, provided the employee has received an extension to his or her reemployment rights from the bureau of origin, and only if the employee has enough time remaining on the 5-year LNA period to support an extension for a year. In such instances, post should send a cable, quoting the HTF ALDAC number, requesting an extension for the employee for one year.

5. SALARY LEVELS FOR LNAS CLASSIFICATION:

Civil Service employees are encouraged to apply to overseas positions that approximate their current CS pay grade, but may also apply for positions one grade level above or below. Those selected for assignments abroad will be placed on a LNA at a grade tied to the employee's current CS grade, rate of basic pay and step, and not at the grade of the FS position. The chart below illustrates grade conversion for overseas assignments.

SALARY CONVERSION CHART (CS TO FS LIMITED NON-CAREER APPOINTMENTS)

FROM	TO
GS-15	FS-01
GS-14	FS-02
GS-13	FS-03
GS-12(STEP 4 AND ABOVE)	FS-03
GS-12(STEP 3 AND BELOW)	FS-04
GS-11	FS-04
GS-10	FS-05
GS-09	FS-05
GS-08	FS-06
GS-07	FS-07
GS-06	FS-08
GS-05	FS-09
GS-04 AND BELOW	FS-09

SES CONVERSIONS TO SFS: Please see 3 FAM 3100. PLEASE NOTE: If a CS employee is currently receiving an incentive under the IT Professional Skills Program, he/she must notify the IT Skills panel at FSI/SAIT of his/her selection for an FS assignment. The panel will re-evaluate his/her credentials and determine whether the incentive will continue.

6. GUIDELINES FOR APPLICANTS

After being selected for and obtaining an onward position to an overseas tour, candidates will be required to have the appropriate medical and security clearances for the post of assignment before the assignment panel can approve the employee for the position. HR/CDA will provide MED with the necessary authorization for the exam and will request the required clearances from Diplomatic Security (DS).

7. SECURITY CLEARANCES

Applicants must hold at least Secret clearances. After selection, candidates with Secret clearances will be processed for Top Secret clearances before going to post. The process for upgrading clearances is time consuming and could cause delayed arrival at post.

8. TRAINING

All the vacancies in this notice are for summer 2015 job starts unless otherwise indicated.

Civil Service applicants may be considered for up to six months of language training for language-designated positions if timing considerations permit. Other job-specific training (e.g., Consular training, Public Diplomacy tradecraft, etc.) will be provided as needed to applicants selected for these positions. Total training cannot exceed 52 weeks (including up to six months of language training). If assigned to language training, the start of the LNA of the CS employee to the FS will be effective upon completion of the clearance process and paneling. Until such time the employee will remain in CS status and on the releasing bureau's rolls.

9. CAUTIONARY NOTES

The FS positions in this notice remain open to eligible FS bidders until the date of assignment panel action. Consequently, applications by a CS employee will not necessarily result in assignment to a given position.

Opportunities for follow-on assignments for the remainder of five-year LNAs cannot be guaranteed. Determinations will be based on service need. In addition, permanent conversion of CS to FS after a prescribed number of years on excursion tours may be possible (please see 3 FAH-1 H-2650) via a separate Foreign Service Conversion Program announced annually, but the conversion process is extremely competitive. CS employees selected for FS excursion tours should not, therefore, assume they will be able to acquire a follow-on LNA assignment or convert to the FS at the end of an excursion tour.

SECTION B – U.S. CITIZEN ELIGIBLE FAMILY MEMBERS ONLY

1. ELIGIBILITY REQUIREMENTS

To be eligible for the PA program, the applicant must be:

- A U.S. citizen spouse or U.S. citizen same-sex domestic partner.
- Listed by name on the assignment notification/cable or approved Form OF-126, Foreign Service Residence and Dependency Report, of a career (direct-hire, not contract) Foreign Service or Civil Service employee of any federal agency, or uniformed services member who is currently serving (or will be serving) in a fulltime position overseas at a U.S. mission, or at an office of the American Institute in Taiwan under Chief of Mission authority.
- Resident at the sponsoring employee's post of assignment abroad at a U.S. mission, or, as appropriate, at an office of the American Institute in Taiwan.
- Applicants must be U.S. citizens at the time of application, high school graduates, at least 21 years of age, and qualified for the position.
- Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed service employees, Members of Household (MOH), or family members of contractors are not eligible.

2. HOW TO APPLY

Application packages must include:

- (1) Form DS-174, Department of State Application for Employment; copy and paste link www.state.gov/documents/organization/136408.pdf. Be sure to include all relevant work experience you wish to be considered. Use additional pages if necessary. List HTF 2015 for the vacancy announcement number.
- (2) Evidence of relevant training, education, and/or experience for the position.
- (3) A signed and dated cover memorandum with the following language: "I am applying for position X (include POST/TITLE/POSITION NUMBER/GRADE/SKILL CODE/LANGUAGE/AVAILABILITY, see Section C for positions advertised for 2015). My sponsoring employee, (name), is assigned to (post) until (Month/year). If selected, I commit to serve in the position for one year and I acknowledge that all leave would have to be approved by my supervisor."
- (4) A copy of the sponsoring employee's assignment cable/notification or approved form OF-126 (i.e. signed by an Authorizing Official) listing the applicant by name as a dependent, the sponsoring agency and current or upcoming post of assignment.
- (5) Evaluation reports from previous federal employment.
- (6) If applying for an IROG, POL, ECON or PD position, please provide a writing sample, which can be a recent memorandum or report. Please ensure that the sample is of an unclassified nature.

The application package should be scanned and sent electronically to **HTFProfAssoc@state.gov**. Please ensure that all documents are provided in one email, each as a separate attachment. Do not submit documentation in separate emails. All attachments should be labeled accordingly (i.e., application attachment should be labeled Application or Form DS-174).

3. LENGTH OF TOURS

Length of tour will be tied to that of your sponsor. You must commit and be able to serve at least one year. On the effective day of hire (not the date of the conditional offer), the candidate's sponsoring employee must have at least one year remaining on his/her tour of duty.

4. GUIDELINES FOR APPLICANTS

Selected U.S. Citizen EFMs are required to obtain the appropriate security clearances for the post of assignment prior to appointment. Professional Associates are appointed using the Family Member Appointment (FMA) mechanism in most cases. The regulations for FMAs are in 3 FAM 8200. Salary is determined by a Human Resources Specialist with experience in setting Foreign Service salaries. Professional Associates hired under an FMA will receive Overseas Foreign Service Comparability pay and will accrue leave at a rate based on their length of service. Professional Associates on an FMA will be

able to pay into the Thrift Savings Plan, FEGLI, FEHB, and FERS. They may also be eligible to receive Non-Competitive Executive Order 12721 Eligibility after 52 weeks of government service. For FAQs about Executive Order 12721 Eligibility, please visit: www.state.gov/m/dghr/flo/c21651.htm.

There is no mechanism for the conversion of a Professional Associate to career Foreign Service. U.S. Citizen EFMs selected for a PA position should be aware that they will not be able to convert to the career Foreign Service at the end of a tour.

5. SECURITY CLEARANCES

Applicants must be able to obtain the appropriate security clearance level. If the candidate cannot obtain the required clearance in time to comply with the one-year requirement, the bureau will rescind the offer of employment.

6. TRAINING

All the vacancies in this notice are for summer 2015 job starts unless otherwise indicated. If required, Foreign Service Institute training may be provided.

7. CAUTIONARY NOTES

The FS positions in this notice remain open to eligible FS bidders until the date the assignment can be finalized. Consequently, applications by U.S. Citizen EFM employees will not necessarily result in assignment to a given position.

U.S. Citizen EFMs are not eligible for Consular Officer positions.

SECTION C

1. LIST OF SUMMER 2015 HTF POSITIONS

(U.S. CITIZEN EFMS AND CIVIL SERVICE EMPLOYEES)

Civil Service employees may consult FSBid to access the capsule description of a position in which they are interested, contact the incumbent of the position to request his/her work requirements statement, or contact the bureau Executive Office to request a job description (but must not enter a bid through FSBid). U.S. Citizen EFMs can find information and resources at www.state.gov/m/dghr/flo/.

Language Legends: FR-French; QB-Spanish; AD-Arabic; CM-Chinese Mandarin; RU-Russian; KE-Kazakh; TB-Tadjik

(POST/TITLE/POS.NUMBER/GRADE/SKILL CODE/LANGUAGE/INCUMBENT/AVAILABLE)

AF

*ABUJA/Pol/Labor Officer/14010010/2/5505/None/Beyer/MAR-15

ANTANANARIVO/DCM OMS/00021004/6/9017/FR 2/2/Vacant/MAR-15

BAMAKO/Facility Manager/52124001/3/6217/FR 0/0/Hambrick/JUL-15

BAMAKO/OMS (RSO)/57078100/6/9017/None/Veronneau/OCT-15
DAKAR/OMS/14137004/6/9017/FR 2/2/Burphy/MAY-15
*KHARTOUM/Political/Economic Officer/14180015/2/6050/None/Bahl/OCT-15
*KINSHASA/Economic Officer/20261000/3/5015/FR 3/3/Day/JUL-15
*LAGOS/Consular Officer/30025002/3/3001/None/Bauer/SEP-15
*MONROVIA/Financial Management Officer/57114001/3/2101/None/King/APR-15
*N'DJAMENA/Consular Officer/30133034/3/3001/FR 3/3/Carroll/JUL-15
*OUAGADOUGOU/DCM OMS/00003027/5/9017/FR 2/2/Lee-Pow Ayoung/NOV-15
YAOUNDE/OMS (RSO)/57018002/6/9017/None/Byrd/FEB-15

EAP

BEIJING/OMS/92056000/7/9017/CM 0/0/Wainscott/JUL-15
CHENGDU/Consular Officer/30018104/3/3001/CM 2/1/Swatzburg/APR-16
SHANGHAI/OMS/10035161/7/9017/CM 2/1/Lee/DEC-15

NEA

AMMAN/POL OMS/10072001/6/9017/None/Gillam/JAN-15
ERBIL(DS)/Security Technical Specialist/57256980/4/2560/None/Beyer/SEP-15

SCA

ASTANA/OMS (DCM)/00050111/6/9017/RU 2/2;KE 2/2/Slowinski/AUG-16
DUSHANBE/Public Affairs Officer/60006001/2/4400/RU 3/3;TB 3/3/Johnston/AUG-16

WHA

GUAYAQUIL/Consular Officer Visa/31038000/2/3030/QB 3/3/Horton/JUL-15
TEGUCIGALPA/POL OMS/10032000/6/9017/QB 2/2/Canchola/JUL-15

(*INDICATES SND POSTS)

2. SELECTION PROCESS

At the end of the application period, a panel will review applications for relevant experience and basic skills. Please note that Official Personnel Files (OPFs) may be reviewed as part of this selection process. As soon as the qualification review process has ended, the results will be forwarded to the respective bureau executive offices. The bureaus will have the final word on selecting the successful candidate.

3. BUREAU EXECUTIVE OFFICE CONTACTS

AF	Michael Watkins and Leon Gendin
CA	Laura Biedebach and Jonathan Low
EAP	Tracy Madril and Darin Phaovisaid
EUR	Bridget Bittle and Margaret Campbell
INL	Vonda Delawie, Barbara A. Stevenson, Loretta Vargas
IO	Bridget Bittle and Matthew Warin

IRM Bobby Balderas NEA Susan Carl and Viviana Guerrero
OBO Toby Kinnett and Ellen Enriquez
SCA Natalya Nikiforova-Smith
WHA Susan Mutschler and Annaliese Heiligenstein

4. FURTHER INFORMATION

Please send queries to **HR-CDA-ML-OCSA@STATE.GOV** if you have any questions that are not answered in this cable, or if you seek clarification on a specific issue.

The Department and AFSA have discussed using the HTF exercise for Professional Associates and Civil Service employees to facilitate the filling of these positions. AFSA has cleared this cable.